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ABSTRACT

Intended for students in upper-division technical communication courses and professionals in business and government who want to learn how to edit technical writing, this book describes what technical editors do and how they do it. Throughout the book are exercises that students can use as self-tests; answer keys are provided for checking work. Discussions in the book on concepts such as legibility, readability, and effective design contribute to the students' base in communication theory. Chapters in the book are: (1) Writing, Editing, and Proofreading; (2) Creating Technical Documents; (3) Using Editing and Proofreading Symbols; (4) Editing Text; (5) Editing Graphics; (6) Degrees of Edit; (7) Style Guides; (8) Editing Types of Documents; (9) Proofreading; (10) Staffing, Scheduling, and Estimating Costs; (11) Grammar; and (12) Punctuation. A bibliography of over 300 works on topics such as style manuals; editing; graphics, printing, and graphic arts; technical writing; presentations; grammar and usage; and dictionaries and other reference works is attached. (RS)

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